

SCHOOL DISTRICT OF MANAWA

Co-Curricular Handbook



*Little Wolf Junior/Senior High School
School District of Manawa
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Philosophy of Manawa School District for Co-Curricular Activities

School activities meet the urge for participation and competition, which is a basic American tradition. We recognize that the purpose of co-curricular activities is to promote the physical, mental, moral, social, and emotional well being of each participant with emphasis on the proper ideals of sportsmanship, ethical conduct, and fair play. These activities should encourage leadership, use of initiative and good judgment by the participants.

In addition to the individual, co-curricular programs provide for opportunities for developing positive school moral, being good hosts to visiting schools and exercising the qualities of fair play and courtesy. The co-curricular program is considered a part of the school curriculum, educational in purpose and conduct. The student who complies with the Code of Conduct demonstrates a desire to dedicate herself/himself to self-improvement, and a commitment to high personal standards, as well as to enhance the best interests of teammates, coaches/advisors and school. Co-Curricular activities give students an early understanding that participation is a *privilege*, which carries responsibility.

The co-curricular program affords increased opportunities for wholesome school-community relations under constructive conditions. It is the responsibility of school authorities to inform the community regarding the purposes of the program. The community should recognize that a co-curricular event is an integral part of the school program because of its educational value. When these activities cease to possess educational value, then they should cease to be a school function.

Co-Curricular Activities

Co-curricular activities will include but are not limited to the following:

Section 1: All athletic activities offered:

Basketball	Softball	Wrestling
<u>Cross Country</u>	Football	Track
Golf	Volleyball	

Section 2: All non-athletic activities offered:

Art Club	Running Club
Art Team	Ski Club
FFA	Spanish Club
Forensics	Student Council
National Honor Society	<u>Bowling</u>

Membership (4-26-10)

As stated in the WIAA High School Handbook – Article VII – Health and Behavior/Compliance:

Section 1 – Required Documentation

- A. A student may not practice for or participate in interscholastic athletics until the school has written evidence on file in its office attesting to:
 - 1) Parental permission each school year including an acknowledgment of receiving the school athletic code,
 - 2) Acknowledgement of receiving the WIAA rules of Eligibility,
 - 3) Athletic Emergency Form
 - 4) Current physical fitness to participate in sports
 - 5) (School District of Manawa) – Sports fee or fee waiver paid or turned into school office.
 - 6) **Concussion information sheet**

Section 2 – Physical Examination

- A. A current physical fitness to participate in sports as determined by a licensed physician or Advanced Practice Nurse Prescriber (APNP) no less than every other school year with April 1 the earliest date of examination. School policy determines when an athlete may return to competition following an injury, except where rule book or WIAA tournament policies apply.
- B. Physical examinations are good for two years from the date the physical was given.

- **Be an amateur in all sports. You violate your amateur status if you: “Accept any amount of money or merchandise, awards for athletic services, or sign a contract for athletic services.” Example: League Teams, Golf outings –“hole in one win a car”**
- Parents/Guardians and students who are involved in an athletic program are requested to attend either the fall, winter or spring informational meeting.

Academic Eligibility

Eligibility requirements will begin with the initial enrollment in the first co-curricular activity. In order to be academically eligible for co-curricular activities, a student must meet all the District and DPI requirements defining a full-time student. Additionally, each student must have passed or be currently passing all classes as stated in the following academic requirements:

- All athletes who are failing at mid-quarter will be notified in writing by the athletic director and placed on academic probation for ten (10) school days. The athletic director will follow up with staff members after ten (10) days to determine if the student is receiving a passing grade and if not, the athlete will be notified in writing that they will be ineligible to participate in co-curricular activities for the remainder of the nine-week grading period. This does not prohibit the athlete from practicing or assisting with the activity
- Athletes who receive an “F” at the conclusion of a nine-week grading period will be ineligible to participate in 25% of the total games or appearances of that sport or activity’s full season. The athlete will be placed on academic probation for the entire quarter and must be passing all classes during the quarter. If at any time an athlete falls to failing status the athlete will be ineligible to participate until the athlete has regained passing status in all classes. The athlete will not be allowed to leave school early for any event in that sport until all grades are passing and remain passing.
- Athletes who receive two or more “F’s” during a nine-week grading period will be ineligible for participation for the entire next nine-week grading period. This does not prohibit an athlete from practicing or assisting with the activity, with the coach’s approval. The athlete will not be allowed to leave school early for any event in that sport until all grades are passing and remain passing.
- An athlete who is enrolled in any state-approved Exceptional Educational Needs program, and who receives no usual grades for such courses, may be eligible if he/she is making satisfactory progress in his/her total school program as indicated by his/her IEP.

- All athletes must be enrolled in semester classes, which will result in earning 6 credits per academic year to be eligible for co-curricular participation the following year.

Attendance: (Athletic & Non-Athletic Activities)

~~A student must be in school to practice, compete, or perform. Students must be in attendance for the entire day in order to participate in any co-curricular events. Exceptions to this are excused school related activities and appointments that are approved in advance by the athletic director, principal, or his/her designee. A student must be in attendance by noon to participate in any co-curricular events. Exceptions to this are excused school related activities and appointments that are approved in advance by Administration and or a written doctor excuse.~~

- **(Exception: acceptable absences as they fall under Wisconsin State Statute 118 regarding compulsory education)**
- If a student is truant from an assigned class period or is displaying a pattern of habitual tardiness to a specific class, he/she will be referred to the principal and will not be allowed to compete until the situation is resolved.
- Students may not compete, perform, practice or attend on days of an out-of-school suspension. (Please refer to Student Handbook)
- All athletes must attend school the day following an athletic contest, barring of course, injury, emergency, etc. Violation will result in athletes missing the next scheduled contest.
- Students suspended from co-curricular activities are expected to remain as part of the team or group. Due to the diversity of co-curricular activities, it will be up to the advisor or coach to determine what level of involvement the student will have in the group and whether or not the student will be required to attend all contests and activities. **Members of athletic teams are required to attend all practices and be a non-participant during the time of their suspension.**
- Students with five (5) or more unexcused absences within a quarter will be suspended from competition until a conference with parents/guardian and building principal, athletic director and/or advisor can be held to resolve the attendance problem.
- Students leaving during the school day due to an illness may not return at the end of the school day to participate in co-curricular activities. Special exceptions or concerns will be dealt with on an individual basis.

State tournament/Event Attendance Policy

- Only students in good academic standing may receive advanced make-up passes to attend state tournaments/events in a sport/activity in which they participated.

- The Athletic Director may order state tournament tickets for students/athletes that are members of a non-participating team, with the students/athletes bearing full responsibility for the ticket expense.
- The School District will not pay expenses for students/athletes attending as non-participants at a state tournament.

W.I.A.A.

Students participating in interscholastic athletics must also abide by the specific rules of eligibility as stipulated by the Wisconsin Interscholastic Athletic Association. (www.wiaawi.org)

Travel and Conduct on Trips

1. Students/athletes who participate in activities outside of the School District of Manawa will conduct themselves as responsible young adults. This includes but is not limited to the following
 - Show appropriate respect for all adults and authority figures.
 - Show courteous and well-mannered behavior.
 - Show appropriate sportsmanship at all times.
2. It is the student/athlete's responsibility to represent our schools and community in a positive manner.
3. Athletes participating in athletic activities and performing on behalf of the School District of Manawa must use the means of transportation provided by the school to get to and from a co-curricular event. Any exception/change to the above must have written parental consent to the building principal or athletic director by 9:00 am the day of the event. (sample form attached – form may be picked up in the office) The athletic director or principal will act upon violations of this rule.
4. Non-athletic activities must have a Field Trip form filled out and signed by a parent/guardian and returned to the advisor prior to their field trip.(forms maybe picked up from advisor or in the main office)
5. A student/athlete may ride home from these events with an immediate family member or an approved adult once release form has been complete and after receiving permission from athletic director, advisor or principal.
6. If no prior approval, permission by a parent/guardian must be given to the coach and/or advisor at the event and abide by provisions of rule five (5).

Injuries, Accident Reports and Insurance Coverage

1. The school district has no liability in paying any accounts in connection with, but will give assistance for the collection of insurance benefits.
2. The School bears the cost of co-insurance.

3. All injuries must be reported immediately to the coach and/or advisor. Coaches and advisors should be notified prior to any medical treatment on the part of the student/athlete whenever possible or as soon as possible after treatment. The injury must also be reported immediately to the office by the coach or advisor for insurance purposes.
4. It is the policy of W.I.A.A. and the School District of Manawa to have a medical release from a medical physician following any severe injury.
5. All head injuries severe enough to have received medical treatment require a medical release from a medical physician before the athlete may return to any practice or competition. (please refer to the W.I.A.A. for further requirements for head injuries/concussions)

Care of Equipment

1. The school district of Manawa has and will provide the co-curricular activities with the best and safest equipment possible.
2. Each student/athlete is responsible for the proper care and safekeeping of equipment issued to him/her. Lockers should be securely locked during and after every practice/game/event.
3. Equipment issued to a student/athlete shall be the responsibility of that individual. These individuals shall pay for any equipment not returned at the current replacement cost.
4. School issued equipment is school property and is used during a particular season/event only. At the conclusion of a season/event equipment must be turned in to the coach/advisor in charge. Parental assistance in this matter will be greatly appreciated. It is the responsibility of the student/athlete and the parent to have equipment turned in at the proper time.
5. A student/athlete will not participate in another activity until all equipment and /or fines have been returned or paid to the appropriate coach or advisor.
6. A student/athlete will not receive any "end of the season" awards until all equipment and/or fines have been returned or paid.

Locker, Training and Weight Rooms (Athletic Activities)

1. The locker room is for athletes and coaches only.
2. No "horseplay" shall be permitted in locker, training or weight rooms at anytime.
3. Training room facilities and whirlpool are to be used **ONLY** under the direction and/or supervision of a coach or certified trainer.
4. **No person** or **students** are to be using the weight room equipment without either a coach or proper adult supervision. Violations of this rule can result in the loss of this privilege.

Practice, Competition, Contests (Athletic & Non-Athletic Activities)

1. All athletes/members are expected to attend all practices and events of that activity unless excused by their coach/advisor, principal or athletic director.

2. Violations such as being late for practices, missing practice and disrespect shall be dealt with at the coach/advisor, principal or athletic director's discretion.
3. All athletes/members and/or parents/guardians are asked to give each coach and/or advisor a **24 hour courtesy time limit** prior to discussing an issue or concern following an event.

Changing a Sport/Activity

1. A student/athlete may not quit one sport/activity and begin another during the same season without the consent of both head coaches/advisors involved in the change and permission from the athletic director, advisor and principal. Any disciplinary actions that are in place will remain in place in the new activity.

Athletic Awards (Athletic Activities)

1. A letter "M" and certificate will be awarded the first time to the athlete who fulfills the varsity requirements set forth by the coach, provided he/she has not been expelled from athletic participation due to training rule violations and finishes the season in good standing.
2. Any athlete who earns additional varsity letters shall be presented with a certificate and bar pin signifying this honor.
3. Participation certificates are awarded to all athletes who successfully complete a season, but who do not earn a varsity letter.
4. All awards will be received and displayed with honor, pride and dignity.
5. Any "M" which becomes too shabby to be worn while an award winner is still in school may be turned in to the athletic director for a new letter.
7. Any student having a code violation will forfeit the privilege of having their name submitted for any special awards (conference, state, etc) or honors during the season in which the code violation was committed and/or served.

Pre-Season Meeting

This Co-Curricular Handbook shall be distributed to each student during the pre-season meeting and/or the first day that he/she reports for a co-curricular activity. Physical cards, Emergency Forms and Athletic Fee information shall be distributed at this time as well. The original signed form for the Co-Curricular Handbook, physical card and a copy of the Emergency Form shall be kept on file in the High School office. The Pre-Season Meetings shall be offered in the fall prior to the beginning of the co-curricular season.

Parent Involvement

Parental attendance at pre-season meetings is requested and involvement throughout the season is encouraged.

Code of Conduct

Participants/athletes are reminded that they represent the school both at athletic contests and elsewhere. All participants/athletes are expected to follow all school rules and to display high standards of behavior, including good sportsmanship, respect for others, and use of appropriate language and dress at all times. Participants/athletes must refrain from any conduct at any time that would reflect unfavorably on him or her or the school. Conduct which would reflect unfavorably on a participant/athlete (Conduct Unbecoming of an Athlete) or on the school includes, but is not limited to, the following:

- Any crime dealing with, but not limited to, sexual behavior, vandalism or property damage, theft.
- Possession, use, sale or purchase of any controlled substance/intoxicant or drug paraphernalia. Controlled substances/intoxicants include, but are not limited to: alcoholic steroids or prescribed medications used in a manner other than that for which it was prescribed.
- Purchase, use or possession of tobacco products in any form.
- Hosting, sponsoring, or organizing a party/gathering at which alcohol or drugs are being used, consumed or offered.

Code violations may be presented, in writing, to the Administration by any staff member, liaison officer and/or credible person who has knowledge of a possible infraction. Such reports must be made within ninety (90) days of said violation. A confidential complaint will be investigated to the extent possible, however, anonymous complaints, unless criminal in nature, will not be investigated.

Violations of the school rules/conduct shall also be a violation of the Extra-Curricular Code and the participant/athlete is to be disciplined accordingly as established by the principal, athletic director, and/or advisor.

Violation of Training Rules

Athletic Activities:

- An athlete who is charged with a violation of training rules or any W.I.A.A. regulation shall be suspended until such time as his/her violation is reviewed by his/her coach, the athletic director and the principal. The athlete must participate for the entire season in order for the suspension to be considered served.

Athletic & Non-Athletic Activities:

- A student/athlete will be determined to have committed a violation of the Co-Curricular Code if any of the following have occurred:
 - a. The student/athlete admits the conduct constituting a violation
 - b. The building administrator or designee obtains information, which in his/her judgment is clear and convincing evidence that the student/athlete engaged in conduct constituting a violation.
- All students/athletes attending the School District of Manawa schools must abide by the rules and regulations of this handbook.
- The Athletic Director will maintain an ongoing record of all co-curricular violations to the rules of this handbook.

Penalties for Violation of Co-Curricular Activities Rules:

Athletic Activities:

- First offense: suspension from 25% of the contests in the present season or a minimum of two (2) contests.
- Second Offense: suspension from 50% of the contests in the present season or a minimum of five (5) contests.
- Third and subsequent offenses: suspension from all activities for one (1) calendar year.
- Grade violations will follow the evaluation identified under academics of this handbook.
- The above co-curricular rules/violations will pertain to all athletes in grades six through twelve. Offenses stay with the student throughout their years in school. The slate is not wiped clean by ignoring or not serving a suspension or entering into the next grade or new school the next year.

Listed below is the number of contests students would have to sit out if they violated the co-curricular activities rules. There will be a twenty-five percent (25%) penalty for the first violation, fifty percent (50%) for second violations, and one-calendar year (1) suspension for third and subsequent violations.

Number of Contests	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Percentage	Number of Contests Penalized																					
*25%	1	1	1	1	1	1	2	2	2	2	2	3	3	3	3	4	4	4	4	5	5	5
*50%	1	1	1	2	3	3	3	4	4	5	5	6	6	7	7	8	8	9	9	10	10	10

- All fraction of percentages .5 and lower have been rounded down to the next full number. Any enforcement of individual or multi-game/meet date will be considered as individual games scheduled. Other types of tournaments, when not individual or dual tournaments will count as one game or meet scheduled.

Completion of Suspension:

Any remaining percentage of the suspension not served during the initial sports season shall be applied toward the season of the next sport in which the athlete participates (for example, if an athlete is suspended for a percentage of football games with less than the percentage remaining in the season, he/she will be suspended from a percentage of contests of the next sport in which he/she competes) A suspension may need to be repeated if a student who is on suspension for part of the season does not complete the season of his/her sport or activity. The intent of this provision is to prevent students from beginning a sport season and then quitting in order to satisfy a suspension.

Non-Athletic Activities:

- Other co-curricular students will follow suspensions specific to the activities they're involved with during the school year.
- For those activities with limited scheduled events, a violation could result in exclusion from that activity. Administrative discretion regarding specific penalties may have to be applied to those situations where students are participating in only one event.

Athletic & Non-Athletic Activities:

- Any student, who in good faith, refer themselves or parents who refer their son or daughter for violations of the co-curricular rules may have their penalty reduced by one (1) event/contest if deemed appropriate by the building administrator or athletic director.

Appeal Procedure

- A student/athlete may appeal disciplinary action by making application in writing within seven (7) calendar days to the building principal for an appeal to the Appeal Board. The Appeal Board will consist of the Athletic Director, co-curricular advisor, and two faculty members not directly involved with the individual students co-curricular activities. Disciplinary action administered for academic reasons will not be heard in appeal. The Appeal Board will be selected by the building principal. The right to appeal will not serve as a pardon for participation purposes.

General Training Rules and Enforcement for Co-curricular activities

1. All students attending Little Wolf Jr/Sr High School must abide by these rules. Individual coaches or advisors may also require compliance to rules specific to their individual activity.
2. These training rules are in force twelve (12) months of the year whether the student/athlete is involved in an activity or not.
3. Students participating in co-curricular activities should be aware that school administrators will contact local authorities, if there is a reasonable suspicion that any of these training rules have been violated, for the purpose of gaining factual information for an investigation.
4. (Athletic Activities) A student will not be allowed to participate in a league outside of the school during a season of the same sport (ex. Flag football, Traveling All-star teams, etc.).

Sportsmanship

All students and parents are required to show good sportsmanship during all school related events. Showing poor sportsmanship can result in the removal from sporting events.

**ATHLETIC
CO-CURRICULAR ACTIVITY FEES
2012-2013**

Following is the list of Athletic Co-Curricular Activities and their fees for the high school:

Baseball	\$30.00
Basketball (Girls & Boys)	\$30.00
<u>Cross Country (Girls & Boys)</u>	<u>\$30.00</u>
Football	\$30.00
Golf (Girls & Boys)	\$30.00
<u>Hockey (Girls & Boys)</u>	<u>CO-OP</u>
Softball	\$30.00
Track (Girls & Boys)	\$30.00
Volleyball	\$30.00
Wrestling	\$30.00
Maximum per high school student Fee	\$90.00 per year
Maximum per high school family	\$250.00 per year

Fees are to be made payable to Little Wolf Jr/Sr High School.

Following is the list of Athletic Co-Curricular Activities and their fees for the Junior High school:

Basketball (Girls & Boys)	\$15.00
<u>Cross Country (Girls & Boys)</u>	<u>\$15.00</u>
Football	\$15.00
Track (Girls & Boys)	\$15.00
Volleyball	\$15.00
Wrestling	\$15.00
Maximum per junior high student	\$30.00 per year.
Maximum per junior high family	\$60.00 per year.

Fees are to be made payable to Little Wolf Jr/Sr High School.

Families with students at the high school and the junior high level will need to pay the separate fees for the appropriate levels. All co-curricular fees are to be paid in full prior to the first event.

Contact the District Administrator if you need to make financial arrangements or have questions or concerns. (920) 596-2525

(Please sign, date and return this page only)

AGREEMENT OF STUDENT/ATHLETE AND PARENT/GUARDIAN:

I have read the Co-Curricular Handbook and understand the responsibilities and rights of a student/athlete that wishes to participate in Co-Curricular activities for the School District of Manawa and if I did not understand a portion of this handbook, I was able to ask for further clarification.

DATE

PARENT/GUARDIAN

STUDENT/ATHLETE

This form must be signed and on file in the junior/senior high school office prior to participating in any co-curricular activity.